

Chapter Overview

This chapter will describe the policy and procedure to make payment for a child in Out-Of-Home Care.

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Attachment A: Standard Payment Rate for Foster Family Alternative Care

Attachment B: Emergency Placement Payment

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Attachment D: Children's Income Disbursement System (KIDS)

Attachment E: Overpayment of Maintenance Costs

Attachment F: Children of Youth in Alternative Care Program

Attachment G: Supplemental Security Income (SSI) Referrals

Attachment H: Insurance Claims for Children in Children's Division (CD) Custody

Attachment I: Availability Payments for Career Foster Parents

11.1 Referral Process

The Children's Service Worker must make a referral to the eligibility specialist via the CS-IV-E/FFP-1 within ten (10) working days from the child's entry into Out-Of-Home Care to determine eligibility for Title IV-E unless the child is in alternative care less than three days. The system automatically assigns Fund Code 12, Title XIX (FFP) to all children in CD custody depending upon placement. The system automatically alerts the Income Maintenance Worker via the daily SACCS 051-01 report when a child is removed from a Temporary Assistance household.

The children of youth in alternative care (CYAC) program allows for the payment of maintenance, infant allowance, and special expenses, as well as Medicaid, on behalf of a child in the physical and legal custody of his/her parent who is in the Division's custody.

Related Subject: Attachment F, of this chapter, Children of Youth in Alternative Care.
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11.1.1 Homeless, Dependent, and Neglected (HDN) or Status Offender

The Case Manager/Children's Service Worker must determine if the child is described as HDN or a status offender in the court order.

- a. Children in the custody of, and placed in a licensed placement resource of, the Juvenile Courts in Clay, Greene, Jackson, and St. Louis County and St. Louis City are eligible for HDN-Alternative Care funds, FFP, or State only Medicaid if described in the court order as HDN (Section 210.292 RSMo).

Related Subject: Attachment B, of this Chapter, Emergency Placement Payment.
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- b. Obtain the SSN for the child, if it is not known, and complete Form SS-61.

11.1.2 Service Needs

The Case Manager/Children's Service Worker will determine services needed by the child for which CD will pay. See Attachments of this Chapter for limitations or type and amount of payments. Services may include:

- a. Maintenance.

Related Subject: Attachment A, of this Chapter, Standard Payment for Foster Parents.
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- b. Infant allowance: A child between the ages of 0 - 24 months, in qualifying placement types, is eligible for an additional \$50 per month to help meet the specialized needs of infants, such as diapers, formula, clothing, and supplies.

Note: Children eligible for this allowance include licensed foster/certified relative home placements, children in CD custody in court ordered placements, and CYAC. Infants in Residential Care facilities are NOT eligible to receive the additional allowance.

Related Subject: Attachment C, of this Chapter, Special Expense Payment.
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- c. Clothing allowance: A child is eligible for a clothing allowance at the time of placement and on his/her placement anniversary. The amount of the allowance is based on his/her age at the time of placement or placement anniversary date. With Area Director approval, individual cases may exceed this standard;

Related Subject: Attachment A, of this Chapter, Standard Payment For Foster Parents.
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NOTE: A one-time only similar expenditure may be made for a child with special needs when placed for adoption and eligible for Adoption Subsidy. The amount allowed is based on the age of the child at the time of the adoption placement.

- d. Routine medical/dental care including services available through the Healthy Children and Youth (HCY) Treatment Program;
- e. Bureau for Children with Special Health Care Needs (BCSHCN) may cover a medical condition not covered by Medicaid. Refer child to the appropriate BCSHCN Regional Office.

Related Subject: Chapter 24, of this section, Medical Planning Issues.

- f. Emergency and extraordinary medical/dental care;
- g. Children's Treatment Services.
- h. Other special services such as:
 - 1) legal services including court fees in a termination of parental rights or adoption proceeding; court fees to assist a grandparent establish legal guardianship of a child who is in CD custody.
 - 2) transportation for visiting parent(s) or prospective placement resources;
 - 3) day care services, if a part of the child's case plan if both foster parents are employed; and/or
 - 4) other needs, unique to a particular child, which have been approved by the Area Director and which will support and enhance a child's case plan.

NOTE: Maintenance is not paid to state administered schools for the deaf or blind, medical and mental health facilities, or juvenile court closed or semi-closed (detention) facilities. However, some special expenses may be met through HDN funds. See Attachment C, Special Expense Payment of this Chapter for guidance in processing payment.

11.1.3 Funding Source

The Case Manager/Children's Service Worker will decide on the funding source or mix of funding sources to be used for meeting the child's Out-Of-Home Care costs. Possible sources are:

- a. Parent's contributions and estates;
- b. Temporary Assistance

Related Subject: Section 7, Glossary/Reference for Definitions for Temporary Assistance Non-Parent Caretaker Relative Payee.

NOTE: Determine funding available to a child placed in the custody and/or care of relatives. Also, determine funding available when a family makes their own plan and the child is determined eligible by Family Support Division (FSD) staff.

NOTE: The ES will determine Title IV-E or HDN funding.

- c. A certified grandparent may receive Title IV-E or HDN maintenance, infant allowance, and special expenses. A grandparent who is the child's legal guardian or legal custodian and eligible for the Grandparents As Foster Parents Program can receive monthly maintenance and special expense reimbursements equivalent to foster care payments. Other relatives may qualify for the same level of payment and services

Related Subject: Chapter 12, of this section, Attachment B, Options for Assisting Kinships.

- d. IV-E or HDN - Adoption Subsidy/Subsidized Guardianship

Related Subject: Chapter 30, of this section, Subsidizing an Adoption/Legal Guardianship.

- e. Old Age, Survivors, and Disability Insurance (OASDI) and Veteran's Assistance (VA);
- f. Supplemental Security Income (SSI);
- g. Missouri Medical/Dental Services Program (MM/DSP) including EPSDT

Related Subject: Chapter 24, of this Section, Medical Planning Issues.

NOTE: This program is also referred to as Title XIX or Medicaid. (See Definitions.)

- h. Title XIX-FFP Only;
- i. Other state agencies such as the Department of Mental Health (DMH) or the Missouri Crippled Children's Services (MCCS) of the Department of Health and Senior Services (DHSS)

Related Subject: Chapter 24, of this Section, Medical Planning Issues.

- j. Day Care funds. Only Protective Service Day Care through Children's Treatment Services funding.

- k. Other special contracted treatment funds managed through Children's Treatment Services (CTS) designated for a specific treatment program.

Related Subject: CS-67 and CS-67A Code Sheets and the Forms Manual for specific Service Codes

- l. Other community or voluntary resources (includes county health programs).

See specific section addressed below for steps of each funding source.

NOTE: The Eligibility Specialist responsible for the case manager county will apply for all outside income for deposit in the KIDS account.

Related Subject: Attachment D, of this chapter, Children Income Disbursement System (KIDS).

NOTE: Parental contributions or other resources received by the child (i.e., SSI, OASDI, VA, inheritance) and Title IV-E funding are to be reviewed and utilized first and before HDN funding. The statutory authority to use the above funds to be expended for the child's care and services can be found in Section 210.560 RSMo. An exception to this policy is the child age 16 or over. In this instance, up to \$999.00 can accumulate in the KIDS account to assist the child when released from CD custody.

11.2 Financial Contributions by Parents

1. Interview birth parent(s) for willingness to pay all or part of the cost of alternative care.
2. Complete Form CS-99, Financial Statement for Families of Children in Alternative Care, and advise parent(s), before the juvenile court hearing, that an order requiring payment for the care of the child may be made at the time of the hearing.
3. Attach completed Form CS-99 to the social history sent to the court.
4. The system automatically assigns fund category 12 (Title XIX-FFP). Open for payment in ACTS via completion of Form SS-61.
5. The ES will complete the CSE-201AC. However, the Case Manager/Children's Service Worker shall indicate via the IOC to the ES if a case should not be pursued because of any of the following conditions:
 - a) Both parents are deceased;
 - b) TPR on both parents has occurred;

- c) The Division has not and will not be providing any Out-Of-Home Care payment or special expenses; or
- d) The best interests of the child would not be served, i.e., physical or emotional harm would likely result to the child; adoption proceedings are pending before a court; the parent is working through the issues involved in whether to relinquish or not, etc.

NOTE: The Children's Service Worker (CSW), the Children's Service Supervisor I (CSS I) and Children's Service Supervisor III (CSS III) must evaluate and agree concerning the child's best interests. The reasons must be documented in the case record and on CSE-201AC. An IOC may be sent to DCSE/ACCU which includes the child's DCN and an explanation if, at a later time, the circumstances change and it is decided, in consultation among the CSW, CSS I and CSS III, that the case should now be pursued.

- 6. Receive the Missouri Children's Division Daily Case Opening Reports (FCSFC500-01) from DCSE/ACCU. Parents may contact DCSE for more information regarding where and when to submit payment.
- 7. Report changes within ten (10) days to ES via an IOC. Changes including:
 - a. absent parent obtains employment;
 - b. absent parent changes jobs;
 - c. absent parent moves; or
 - d. court modifies order which will effect child support.
- 8. Deposit payments received for the support of the child in the KIDS account via Form CS-KIDS-1.

Related Subject: Attachment D, of this chapter, Children's Income Disbursement System (KIDS).

NOTE: The Family Support Service Center should receive Court ordered and Family Support Division (FSD) administrative ordered parental contributions (child support) and forward same to the Division of Budget and Finance (DBF) to be deposited in the KIDS account. Therefore, only in rare situations will the County Office complete the CS-KIDS-1 for support received from parents and forward same with attached payments to DBF for entry into the KIDS account.

9. Apply any unused contribution to the child's cost of care when the child leaves Out-Of-Home Care.

Related Subject: Attachment D, of this chapter, Children's Income Disbursement System (KIDS).

Related Subject: Attachment F, of this chapter, Children of Youth in Alternative Care.

11.3 Temporary Assistance

NOTE: This funding source is used for relatives who receive custody of a child or do not have legal custody of a related child but are eligible to receive TA as a specified relative and the child is not eligible for Title IV-E. It may also be used to meet the cost of care if the relative refuses to be certified and/or sign a contract. If eligible for TA, the child is eligible for the Missouri Medical/Dental Service Program (MM/DSP). Relatives who have made an independent plan to accept a related child into their care may apply for TA. (The child is not eligible for maintenance if TA is received, but is eligible for special expenses through HDN funds.)

1. Refer the relative to FSD staff if the child is placed with a relative.
2. Receive confirmation from the IMW that the child and family are eligible. Assist the relative in meeting other Division requirements, if financial assistance is needed.

11.4 Alternative Care IV-E

NOTE: This funding source is used wherever possible to meet the cost of care. Transportation costs for visits with parents are an eligible Title IV-E item. Relatives must be certified and have a contract to be eligible for payments. They must also be within the definition of a TA eligible relative payee.

1. Refer all children removed from their home who will be in placement three days or longer. Referrals shall be made within ten working days of placement to the ES via the CS-IV-E/FFP-1 for Title IV-E/FFP eligibility determination.
2. Receive an SS-61 turnaround from the ES indicating the results of the Title IV-E/FFP eligibility determination. Receive a copy of the CS-IV-E/FFP-5 from the ES.
3. Update the SS-61 when there is a change in placement payee and complete the CS-65 as necessary for special expenses.
4. Cooperate with the ES when a re-investigation is due. Complete the CS-IV-E/FFP-2 every 6 months.

5. The system will notify the ES, via a monthly report, when a child is closed in ACTS.

Related Subject: Chapter 30, in this section, Subsidizing an Adoption/Legal Guardianship.

NOTE: An Alternative Care IV-E eligible child is eligible for IV-E Adoption Subsidy.

6. Close the SS-61 when a child returns home or the child is discharged from the custody of the Division. See this Chapter, 11.16, Terminating Cost of Care, for necessary action when the Division retains custody, but the child is placed in a placement resource ineligible for payment from Alternative Care funds IV-E or HDN.

11.5 Homeless, Dependent, and Neglected Fund (HDN)

NOTE: When a child is not eligible for Title IV-E, the ES will determine if a child may be eligible for Title XIX FFP. This means maintenance and special expense are paid from HDN, but medical services are paid through federally matched Title XIX FFP.

1. Complete the SS-61 and CS-65. Do not exceed established rates for maintenance and other services.

Related Subject: Attachment A, of this chapter, Standard Payment for Foster Parents and Attachment C, of this chapter, Special Expense Payment.

- a. Complete the CS-KIDS-1 for parental contributions received and forward same with attached payments to DBF for entry into the KIDS account.
- b. Update the SS-61 entering the appropriate maintenance amount if the child has been approved for Medical or Behavioral Foster Care.

NOTE: Approval by the Area Director for Medical or Behavioral Foster Care must be contained in the child's record.

2. Close, via the SS-61, when the child returns home or the child is discharged from Division custody.

Related Subject: Attachment D, of this chapter, Children's Income Disbursement System (KIDS).

- a. If the child is placed for adoption and an adoption subsidy will be needed.

Related Subject: Chapter 30, of this section, Subsidizing an Adoption/Legal Guardianship.

- b. See this Chapter, 11.6, Terminating Cost of Care, for necessary action when the Division retains custody, but the child is placed in a placement resource ineligible for payment from Alternative Care funds, IV-E, or HDN.
3. The Eligibility Specialist will submit an application to SSA for OASDI or VA with the following information:
 - a. child's name;
 - b. child's Social Security number, and account number (claim number) or parent's Social Security number;
 - c. child's date of birth;
 - d. child's current address;
 - e. parent's name and address; or,
 - f. parent's date of death, if applicable;
 - g. name and address of alternative care provider;
 - h. name and address of county office (in all cases this will be the case manager county);
 - i. court order giving CD custody; and
 - j. payee name and address information as follows:

DIR DIV OF FAM SRVCS
(child's name)
(child's DCN)
Post Office Box 3536
Jefferson City, Missouri 65103.

NOTE: Regarding benefits from Old Age Survivors and Disability Insurance (OASDI) or Veteran's Assistance (VA) THE DIVISION DIRECTOR SHOULD ALWAYS BE MADE THE PAYEE FOR THESE BENEFITS (FOR OPEN ALTERNATIVE CARE CASES IN WHICH CD HAS CUSTODY). [In some rare instances, Social Security Administration or Veteran's Administration (VA) may select someone else to be payee (i.e., DMH, if the child is placed in one of their facilities). PDSU will contact the county office if SSA or VA refuses to make CD payee. The county office should document this in the case record.]

- 4 The Eligibility Specialist will receive notification of the rejection of benefits or the amount of monthly benefits for outside income. The Eligibility Specialist should immediately notify PDSU by IOC or E-mail of changes that affect the child's eligibility for OASDI/VA benefits, such as:
- a) any earned income;
 - b) a child receiving benefits due to a disability, when there are changes in his/her medical condition on which eligibility was based;
 - c) the disabled child's employment; or
 - d) marriage of the child.

NOTE: For a child, age eighteen (18) or older, SSA requires the child be payee for OASDI even though the child may be in Division custody. The child is expected to arrange payment for the cost of his/her care. The worker should assist in developing the payment plan. The SS-61 would need to be updated to show no maintenance or below standard maintenance depending on the amount of OASDI the child receives. In the event a child is incompetent, the Division may remain the payee. The case manager should contact SSA and explain why the child should not be the payee. If there is a conflict with SSA about this, contact the CPAY Unit.

5. Payment received at the County Office should be deposited in KIDS Account via Form CS-KIDS-1.

Related Subject: Attachment D, of this chapter, Children's Income Disbursement System (KIDS).

6. Update and submit Form SS-61 as appropriate.

NOTE: The KIDS account shall be the primary source for maintenance and special expenses.

7. See Attachment D of this procedure for the transfer of unused funds when the child is released from CD custody.

NOTE: OASDI benefits may follow the child into adoption. Adoptive parent(s) may apply to be made the "new payee" by contacting SSA.

11.6 Supplemental Security Income (SSI)

THE DIVISION DIRECTOR SHOULD ALWAYS BE MADE THE PAYEE FOR OPEN ALTERNATIVE CARE CASES IN WHICH CD HAS CUSTODY. In some rare instances, Social Security Administration (SSA) may select someone else to be payee

(i.e., DMH, if the child is placed in one of their facilities). The County Office should document this in the case record. The Eligibility Specialist should make the payee application.

Payee name and address information is as follows:

DIR DIV OF FAM SRVS
(child's name)
(child's DCN)
Post Office Box 3536
Jefferson City, Missouri
65103

1. Determine if the child's condition indicates possible eligibility.

Related Subject: Attachment H of this chapter, Insurance Claims for Children in CD Custody.

NOTE: Children receiving SSI and in CD custody are eligible for Medicaid.

2. Submit a referral to the Eligibility Specialist (ES) via the CS-IV-E/FFP-1 or, when applicable, the CS-IV-E/FFP-2, with the required information needed by SSA.

The Eligibility Specialist (ES) will be responsible for making an SSI application.

NOTE: The maximum available resources allowed by SSI is \$2,000. If the account is over \$2,000, the Eligibility Specialist will contact the CPAY Unit to determine if there are previous expenses that can be charged to the KIDS account (back state debt). After the back state debt is deducted, and if the account remains over \$2,000.00, CPAY will inform the worker about the amount that needs to be spent on the child's behalf to lower the account below \$2,000.00. Any out of the ordinary expenditures require Area Office approval. **Back State Debt always takes priority over additional expenditures for the child.** The assets counted toward this maximum are those available on the first day of the review month. Retroactive (lump sum) SSI payments are excluded from the resource test for six (6) months.

3. Supply sufficient documentation of child's disability to ES.
4. Arrange transportation for the child for consulting exam, if required by the Disability Determination Section.
5. Receive notification from the ES of child's eligibility determination and, if approved, the amount of benefit.

6. Payment received at the County Office should be deposited in KIDS via Form CS-KIDS-1.

Related Subject: Attachment D, of this chapter, Children's Income Disbursement System (KIDS).

7. Immediately notify PDSU, by IOC or E-mail, of changes that effect the child's eligibility for SSI, such as:
 - a. increases in earned income not deposited in the KIDS account;
 - b. employment;
 - c. marriage; or
 - d. incarceration.
8. Contact SSA, when youth turns 18 years old, regarding the youth's ability to be his/her own payee.

11.7 Third Party Insurance

1. Interview parents for availability of Third Party Insurance (TPL).
2. Complete and submit Form TPL-1 to DMS when Third Party Insurance is available.
3. Complete Form TPL-2 when the child sustains injuries in an accident or work related incident and Third Party Insurance is available (see Form TPL-2 instructions in the Children's Division Forms Manual).

11.8 Healthy Children and Youth (HCY)

NOTE: The HCY Program Unit screens all examination reports completed at the screening appointment. CS staff are responsible for providing services necessary to ensure that children with abnormalities needing treatment receive the necessary services. CS staff shall also assure that screenings for eligible children are conducted.

1. Receive "Individual with Abnormalities Report" from DHSS/EPSTDT unit.
2. Arrange for any special treatment recommended in cooperation with the alternative care provider.
 - a. Assist with scheduling the appointment and transportation as needed.
 - b. Cooperate with the CA/N Investigation worker if the "Report" indicates a potential CA/N incident.

3. Complete Form TPL-2 when the child sustains injuries in an accident or work related incident and Third Party Insurance is available (see Form TPL-2 instructions in the Children's Division Forms Manual).
4. File a copy of the abnormalities report in the child's Alternative Care case file.

11.9 Children's Treatment Services (CTS)

1. Determine the appropriate treatment services.
2. Obtain clearance from the authorizing designee to authorize needed Children's Treatment Services or Protective Service Day Care according to local policy (this may also require or be subject to court order, supervisory approval, parental consent, guardian ad Litem consent, etc.)
3. Complete and submit the CS-67 and CS-67A to authorize services after the plan is understood and the referral is accepted by the provider.
 - a. Seek the Authorizing Designee's signature approving services, after completing the CS-67A, and before data entry.
4. Receive the CS-65A, SEAS payment invoice, from the provider.
5. Check the invoice for completeness, reasonableness, and accuracy.
6. Take appropriate action to correct any invoice containing errors.
7. Sign and submit the correct invoice for entry into the system to generate payments for authorized services.
8. Obtain progress reports as needed.
9. Inform the County Director/Payment Designee, when appropriate, if written reports are not received, as payment for these services will not be made until the report is received.
10. Modify authorizations, using the CS-67A, if the needs of the child or the family change.
11. Close authorization, via the CS-67A, when the service is no longer required.
12. Discuss with the provider the system generated notification regarding closing, as necessary.

11.10 Other State and Community Resources

1. Assess the child's condition and other resource availability.
2. Determine if the child's condition meets requirements of the other resource.
3. Submit any application required with appropriate information.
4. Receive benefits and make any necessary modifications to other funding sources and complete necessary forms.

11.11 Parent's Estates

1. Identify and contact the executor to make arrangements for paying for the child's care and other service needs including the provision of a copy of the court order transferring custody to the Division.
2. Inform the executor of the caretaker's name and address for payment to be made directly to the caretaker or other vendor.
3. Seek the assistance of the executor when the child is in need of other services requiring payment.
4. Notify the executor of any changes in the child's case plan or location.
5. Notify the executor when the child is released from Division custody and update the SS-61 appropriately.
6. Record, as necessary, any events, circumstances, or plans which influence the use of funds for the child's care.

11.12 Terminating Cost of Care

1. Terminate maintenance payment authorization via the SS-61 if:
 - a. The child is placed with a parent; (in this situation, the SS-61 will be closed unless the child is considered to be on trial visit, which is defined as child being returned to principal caretaker for a limited and specified period of time, and court ordered. The placement sub-type will be "A".) or,
 - b. The child is placed with an adoptive family who will not need an adoption subsidy, effective the date of placement.

Related Subject: Chapter 30, of this section, Subsidizing an Adoption/Legal Guardianship.

- c. The child is transferred to the custody of a relative; or,

- d. The child is placed in the custody of the Juvenile Court excluding the Class I Juvenile Court Counties of Clay, Greene, Jackson and St. Louis; or,
- e. The child is placed in the Missouri schools for the deaf or blind, or Juvenile Court detention, or a medical facility; or,

NOTE: The child can have special expense costs met while in these types of placements.

- f. The child is placed via court order with an ineligible relative or other placement resource.
- 2. Refer to Attachment E of this procedure if the provider received an overpayment from the Division Alternative Care funds.
 - 3. Transfer the Medicaid card to the parent(s) when the child is returned to their care.
 - 4. Invoice payment for special expenses via Form CS-65 within seven (7) calendar days of receipt of the bill for services provided while the child was still in placement.

NOTE: If authorized, payment for special expenses may be invoiced on Form CS-65 after the child's exit from alternative care, if the service was delivered during the period of time the child was in alternative care.

- 5. Inform the Income Maintenance Worker (IMW) immediately when a child leaves alternative care and is placed in an FSD household.
- 6. Inform other funding sources of the child's exit from alternative care.
- 7. If appropriate, complete the CS-KIDS-2 to close the child's KIDS account.
Prior to completing a CS-KIDS-2, contact the CPAY Unit to determine if there are funds to be released and the exact amount to be released to the child's parents or caretaker

Related Subject: Attachment E, of this chapter, Overpayment of Maintenance Costs.

MEMORANDA HISTORY: